



U. S. Department of Justice

*United States Trustee
Central District of California*

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Memorandum

To: All Chapter 7 Panel Trustees

From: L. Charmayne Mills, Regional Assistant United States Trustee

Date: May 6, 2002

Subject: New Policy on Filing Semi-Annual Reports and Reviewing Case Progress

On April 2, 2002, Director Friedman issued a policy memorandum regarding the submission of Semi-Annual Reports (or 180 day reports) by chapter 7 trustees. **Effective July 1st**, these reports will be filed only once a year, unless certain exceptions apply. Those exceptions are:

1. A newly appointed panel trustee shall file reports every 180 days until such time as the trustee has filed six consecutive reports that are satisfactory to the United States Trustee.
2. When a trustee is suspended from rotation, the trustee shall file reports every 180 days unless or until the United States Trustee determines otherwise, in writing.
3. Whenever the United States Trustee has a concern or perceives a problem with a trustee's administration of cases, the United States Trustee may request a single report or a complete set of reports. Such additional reporting may be requested at any time, as well as on a semi-annual or as needed basis, to assure proper oversight.

The Director's memorandum also requires that we impose an additional new duty on trustees. Specifically, all trustees must implement a system to review the progress of each of their cases and must be able to demonstrate that they have performed this review on a regular basis. The Director suggests that the review be conducted each month, but not less than every quarter. Evidence must be preserved and made available for review by the United States Trustee, upon request, or during the course of a field audit examination, a case administration review, or an OIG audit. Evidence may include, for example, a printout of cases with notations as to what was done. Such documentation also shall be initialed and dated by the trustee.

The Assistant United States Trustees in each office will be reviewing the schedule for submission of the Trustee Interim Reports. You should expect to hear from them shortly regarding any changes to the reporting schedule.

Please let me or Carol Osborne know if you have any questions.

cc: Maureen A. Tighe, United States Trustee
All Assistant United States Trustees
Carol Osborne, Regional Analyst